

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAAG-SP

18 May 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-39 - Expires 17 June 2010

1. The Military Department is accepting applications for the State Active Duty permanent position indicated below. This position provides an initial appointment greater than six months and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The service member selected for this position will be paid at their federal, retired or California State Military Reserve pay grade, not to exceed E-7.*** This vacancy announcement will expire on 17 June 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

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| a. TITLE AND PAY GRADE: | Contract Administrator (SAD E-7) |
| b. EMPLOYMENT LOCATION: | Joint Force Headquarters, Sacramento, CA |
| c. PROJECTED EMPLOYMENT DATE: | 12 July 2010 |
| d. SELECTING SUPERVISOR: | Director, CFMO |

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of E-6 through E-8 may apply.

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Must be a high school graduate or equivalent. ***Attach certification of highest level of education.***

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations.

e. Must possess basic computer skills and be knowledgeable of Microsoft Office suite of applications.

f. Must be able to travel occasionally and remain overnight when necessary.

g. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.*** If a current member of the California State Military Reserve or a Retired California Army/Air National Guard service member, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

CAAG-SP

SUBJECT: State Active Duty Vacancy Announcement 2010-39 - Expires 17 June 2010

h. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

4. Desirable qualifications include:

Operational knowledge of the National Guard organization and the chain of command.

5. Principal duty functions:

The Contract Administrator is directly responsible to the Facilities Operations Specialist (FOS) Project Manager, Construction and Facilities Management Office. The incumbent requests advice, guidance, and prioritization from the FOS Project Manager, Branch Chief and Deputy Director/Facilities Operations and Maintenance, CFMO and performs the following duties:

a. Coordinates job start meetings with Contracting Officer Representatives (CORs), and principal general contractors. Coordinates project Requests for Information, Requests for Proposals, and other contract issues during duration of the contract. Coordinates project change order requests with program managers, budget manager, and project engineer. Monitors progress reports and reconciles periodic reports submitted by contractors. Gathers and provides data for progress reports to assigned project managers and Branch Chief.

b. Verifies and coordinates final invoice documentation submitted by contractor or COR to ensure documents are complete prior to submission to fund manager for certification and payment. Insures project close out documentation, project warranties, and project maintenance documentation has been received and issued to principal manager of facility. Prepares and manages contract files.

c. Coordinates construction scheduling with military unit/facility personnel and monitors projects for compliance with approved construction schedules. Works with military unit/facility personnel to determine government provided furnishings and equipment requirements, and coordinates with the G4 to provide government supplied equipment and furnishings.

d. Receives Scopes of Work and coordinates activities relative to preparation between project originators and program managers. Uses engineering handbooks, specification guides, construction cost data sheets, and procurement regulations. Reviews contracts prior to Notice to Proceed for projects, and prepares and manages project checklists.

e. Prepares budgetary cost estimates and initiates procurement requests for necessary materials and supplies.

f. Performs staff planning and coordination in support of the J4 when activated to respond to state and federal missions, including emergencies and disaster response. Must be able to respond on short notice with a 24/7 requirement.

g. Performs other duties as assigned.

6. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

CAAG-SP

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8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad/asp.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on 17 June 2010. Applications will not be accepted via fax or e-mail. Only applicants currently serving on active duty Title 10 OCONUS orders may submit their applications, along with all required documentation, via e-mail to cheryl.arbaugh@ng.army.mil. Submit T10 orders with e-mailed documents.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (18 May 10)

JEFFREY W. MAGRAM

Lieutenant Colonel, CA ANG

Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

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| Have you completed and signed your application form? | |
| Have your attached certification of your highest level of military and civilian education? | |
| Have you attached a copy of your height, weight & physical fitness verification? | |